

# **User Guide for the NJ PACT: Reducing CO<sub>2</sub> Emissions Virtual Stakeholder Meetings**

## **Topics**

[How to Inform the NJDEP Facilitator of Your Interest in Speaking during the Meeting](#)

[How to Unmute Your Microphone](#)

[How to Mute Your Microphone](#)

[How to Turn on Your Video Feed During the Meeting](#)

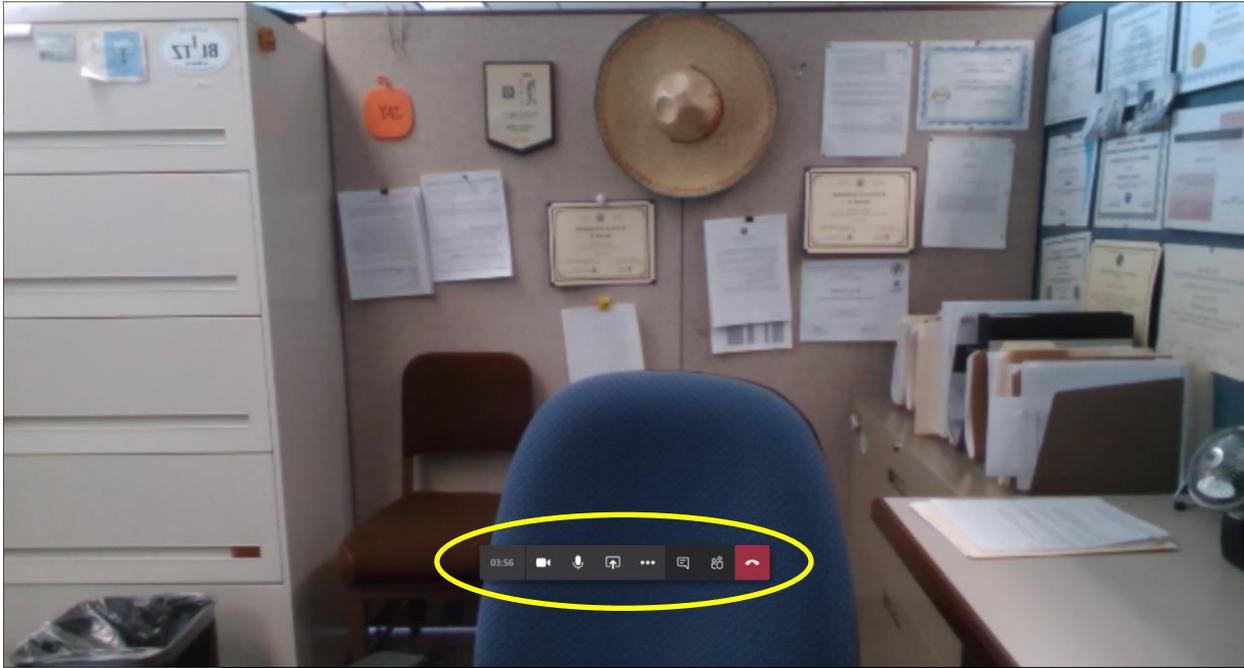
[How to Turn off Your Video Feed During the Meeting](#)

Originally Prepared by the Division of Water Quality  
Permit Administration Section, and Revised by  
The Division of Air Quality

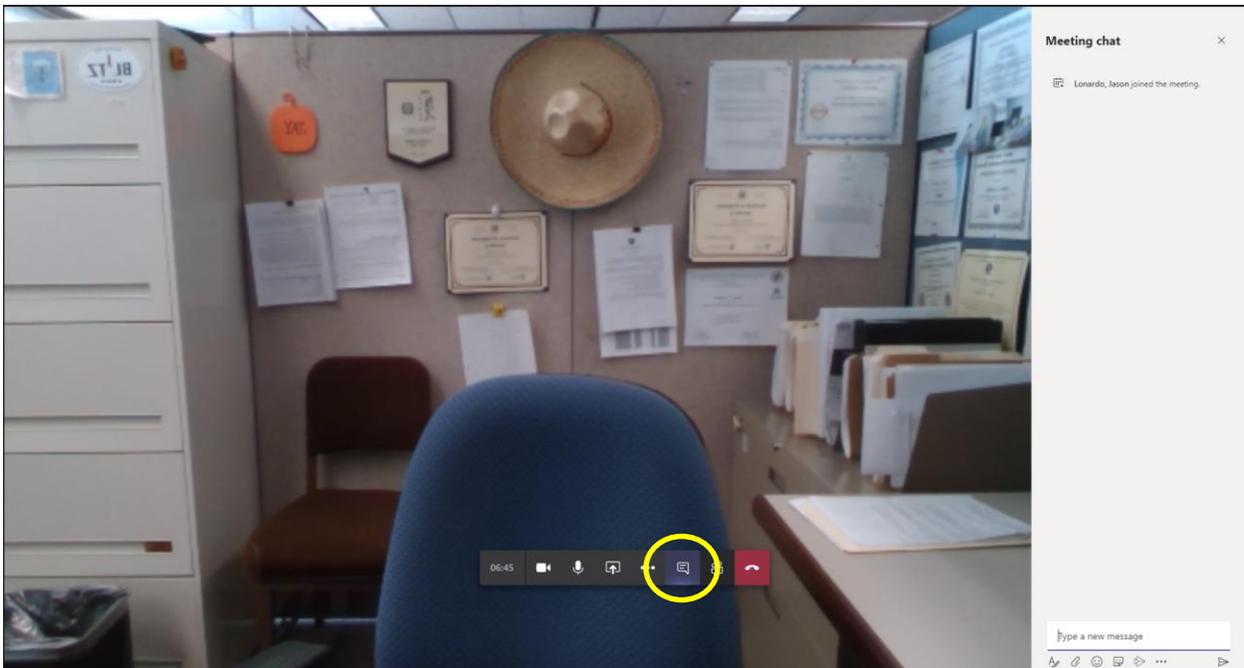
***Updated on August 27, 2020***

## How to Inform the NJDEP Facilitator of Your Interest in Speaking during the Meeting

- 1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.



- 2) Click on the  icon to open the *Meeting Chat* box on the side of the screen.



- 3) Type your full name and the name of the organization that you represent in the *Type a new message* field at the bottom of the *Meeting Chat* box. When entering this information use the following format: First Name + Last Name + "(" + Organization + ")". See below for an example.



- 4) Click the  icon or depress “Enter” on your keyboard to submit your message and notify the NJDEP Facilitator of your interest in speaking during the meeting.
  
- 5) If you do not wish to type your question in the *Meeting Chat* box on the side of the screen, you may choose to raise your hand to indicate that you have a comment. You do this by clicking the hand icon located on the toolbar towards the bottom of your screen.
  
- 6) Once you have raised your hand, the NJDEP Facilitator will know you have an interest in speaking during the meeting and call on you as time permits. Once you have spoken, please remember to put your hand down by clicking the hand icon a second time.

## How to Unmute Your Microphone

- 1) If you have been recognized by the NJDEP Facilitator for the purpose of making a comment or asking a question, move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.



- 2) If you are muted (i.e. the  icon appears in the toolbar), click on the  icon to unmute your microphone. The  icon will change to .



- 3) Once you have unmuted your microphone, you may make your comment or ask a question.

## How to Mute Your Microphone

- 1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.

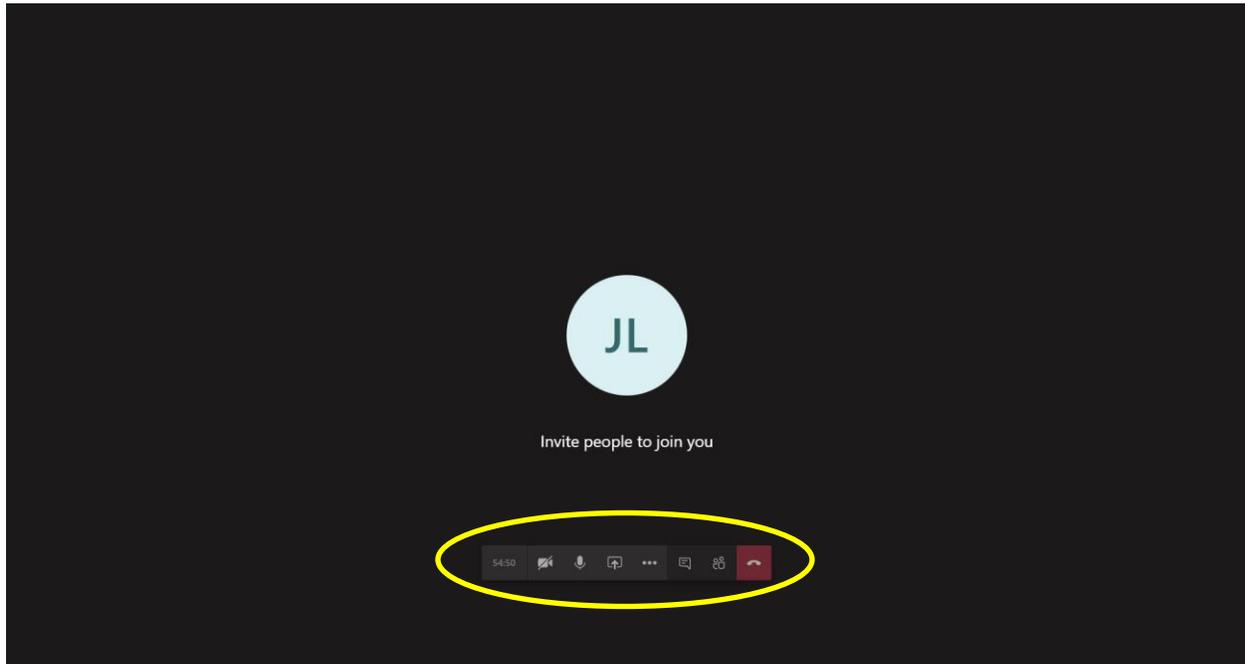


- 2) If you are unmuted (i.e. the  icon appears in the toolbar), click on the  icon to mute your microphone. The  icon will change to .

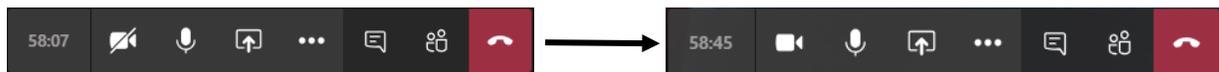


## How to Turn On Your Video Feed During the Meeting

- 1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.

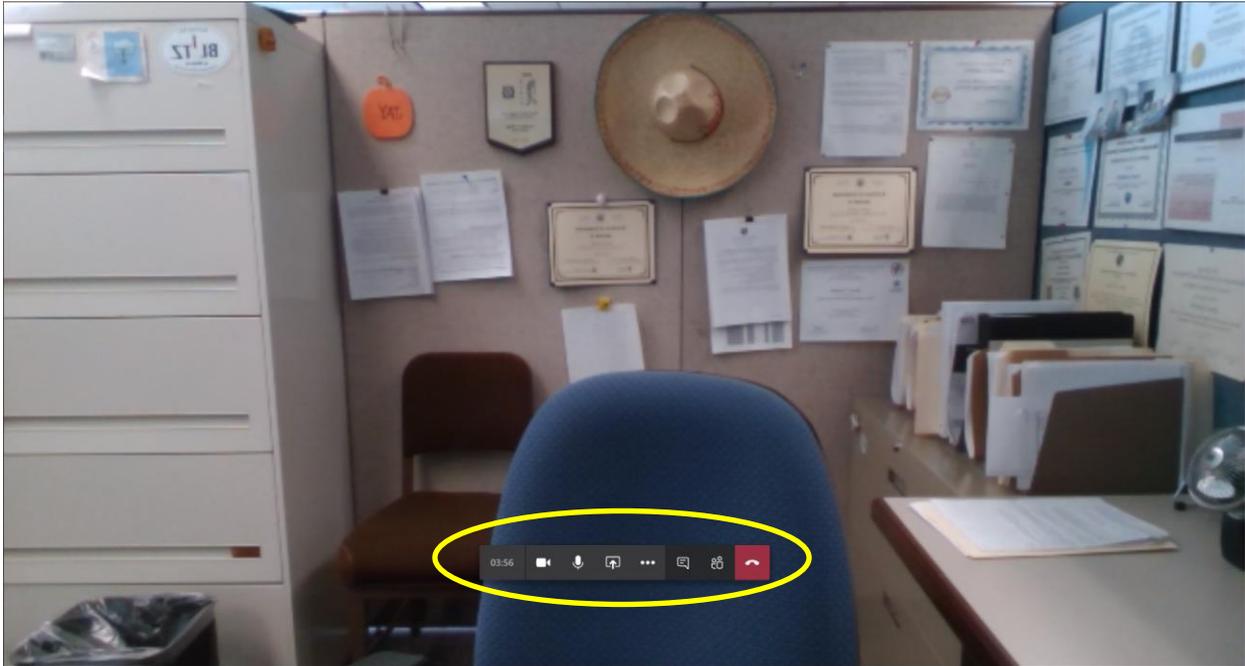


- 2) If your video is off (i.e. the  icon appears in the toolbar), click on the  icon to turn your video feed on. The  icon will change to .



## How Turn Off Your Video Feed During

- 1) Move your cursor around to open the Teams meeting toolbar which will appear toward the bottom of your screen.



- 2) If your video is on (i.e. the  icon appears in the toolbar), click on the  icon to turn your video feed off. The  icon will change to .

